

## **DIRECTIONS FOR COMPLETION OF THE SCHOOL RENOVATION GRANT APPLICATION**

Submit an **original and three copies** postmarked by January 31, 2002, to:

Federal Discretionary Grants  
Department of Elementary and Secondary Education  
205 Jefferson Street, PO Box 480  
Jefferson City, Missouri 65102-0480

Narratives must be typed, confined to space provided, and restricted to 10-12 pt. font size. **No attachments will be accepted with the application.**

Pages 1 and 2 are for District responses and need to be included once in the original. Pages 3-6 are to be completed for each building. A district can apply for no more than 10 buildings. Page 7 needs to be copied only if more than five buildings are in the application. Charter Schools may apply as part of a district's application. They must use district data where required and they count in the maximum of ten (10) buildings that can be in an application.

### **SECTION I - REVIEW**

**The signature of the authorized DESE official is for Department use only.**

### **SECTION II - PROJECT INFORMATION**

List the name of the district and indicate the contact person for the total grant package. The contact person should be someone who knows the grant well and will be in daily contact with the project staff.

### **SECTION III - ASSURANCES**

Name, title, and original signature of the superintendent or board authorized representative who guarantees all assurances will be met.

### **SECTION IV - DISTRICT DATA**

The following information can be found on the **District Data Table** on the Federal Discretionary Grants Web Page under the Federal School Renovation Grant section

<http://www.dese.state.mo.us/divimprove/fedprog/discretionarygrants/SchoolRen/index.html>.

- District Free and Reduced Lunch Percentage
- Equalized Assessed Valuation for Eligible Pupil

Federal legislation requires the application state how the district's capacity to maintain the renovations/repairs will assist this grant. The last two narrative sections allow the district to illustrate their capacity.

The second part of this section is the philosophy of maintenance narrative. This section will be scored based upon the appropriateness of the district's philosophy of maintenance or maintenance plan as compared to districts of similar size in the state. Briefly describe the district's philosophy of maintenance or maintenance plan. This does not need to be a board-approved document but rather a brief statement about how the district maintains buildings and grounds.

The last part of this section is the ability to maintain renovated/repaired facilities narrative. This section will be scored based upon the appropriateness and quality of the maintenance activities for the renovations/repairs. In the space provided, explain the steps that the district will take to maintain the renovated/repaired facilities that are listed in this application.

## SECTION V - BUILDING DATA

Complete this section for each building that will be implementing renovations/repairs. This page can be copied, but no more than ten (10) buildings may apply from one district.

Each building must be identified by its name and school district building code as designated in the 2001-2002 Missouri School Directory. For this grant, a building will be defined as an entry listed in the 2001-2002 Missouri School Directory. **The building code can be located in the 2001-2002 Missouri School Directory; it is the four-digit code found before each individual building name.** Indicate the building contact person for this building. The building contact person should be someone who knows the grant well and will be in daily contact with staff as renovations/repairs are made in this building.

The age of the building is considered to be the oldest part of the building to be repaired or renovated.

Date of most recent repair/renovation that is impacted by this proposal refers to the latest change to the building that will be impacted by the proposed renovations/repairs.

For example, the middle school resides in a building that was built in 1960. An addition was added in 1970 and another in 1980. In 1983 new energy efficient windows were placed in the whole building. As part of the 1980 addition, the roof for the entire building was replaced. The district is proposing to replace the roof for the entire building. The age of the building is 1960 and the date of most recent repair/renovation that is impacted by this proposal would be 1980. The 1983 date would not be considered because the renovations/repairs are impacting the roof and not windows.

The next two questions deal with local or county codes. Check the appropriate responses. If you have no local or county codes in your area, check yes on the first question and NA on the second question.

The final part of this section, locally identified needs, provides an opportunity for you to state why you are choosing to renovate/repair the specified building. Only state needs that will be met by the grant activities. Limit your response to the space provided.

## SECTION VI - BUILDING ACTIVITIES

Each building will have only one activity. The building activity may include one or several of the listed activity types. Check the box(es) of the activity type that best describes the building activity. Include a brief but informative description of the building activity, how the activity will be evaluated, and the time span of the activity. Limit your response to the space provided.

## SECTION VII - BUILDING BUDGET

Complete this section to indicate the total cost of implementing each building's activity. Provide a brief itemization of the line item and its cost. Each cost area must be subtotaled and then the building's activity grand total given. If indirect cost is applied, the district's restricted rate must be used. Each cost area subtotal must be transferred to Section VIII – Budget Summary.

## SECTION VIII - BUDGET SUMMARY

Transfer subtotals from SECTION VII – BUILDING BUDGET to this summary grid. Then total across for Total Grant Funds per cost section and then down for a Grand Total. The four digit building number at the top of the column will represent each building that you are applying for.